

**DUTY STATEMENT
CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY (CHFFA)
CHILDREN'S HOSPITAL PROGRAM**

PART A	
Position No: 324-002-4221-003	Date:
Class: Treasury Program Manager I (Sup)	Name:
Under the general direction of the Authority's Executive Director, Deputy Executive Director and the Operations Manager (Treasury Program Manager II), this position acts as the administrator of the Children's Hospital Program (CHP) and all Grant Programs.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Administer and oversee the operations of the CHP and its staff; serve as managerial liaison between the Authority and eligible hospitals; oversee program criteria to be applied to applications for funding, site visit standards, various forms including the grant applications, grant award agreement, funding request forms, site visit checklist, and various certification forms; continually monitor and update policy and procedural process to better serve the Authority's clientele; develop and amend CHP regulations as necessary and present regulations to the Office of Administrative Law for approval.
25%	Provides guidance for the Authority grant programs and professional staff. Coordinates existing and new grant programs, provides oversight of presentation to the Authority members on potential grants; monitor the volume of grants in each grant program, prepares necessary reports to management and the Legislature and make grant funding level recommendation to the Authority for the various grant programs.
15%	Coordinate through subordinate staff the review and approval/disapproval of CHP grant applications received; negotiate any issues with the eligible hospitals; notify applicants of the Authority's decision on their respective application; coordinate and perform site visits, compare the project progress to the approved project timeline, confirm completion of the project. Review and approve funding requests during the life of the project and for each phase of the project. Review documents from local government to ensure compliance with local laws and acquisition of appropriate certificates.
10%	Coordinate financing activities between the Authority and the Financing Committee at the State Treasurer's Office (STO), Pooled Money Investment Board (PMIB), the State Controller's Office (SCO), and the grant recipient; represent the Authority at PMIB public hearings to request a loan; represent the Authority at Finance Committee meetings to request the issuance of general obligation bonds to fund approved grants; notify the Public Finance Division at the STO that a PMIB loan has been obtained; calculate and allocate the cost of and interest on the PMIB loans and the general obligation bonds to all grant recipients as a portion of the cost allocation.
10%	Coordinate special projects, including the development of new programs and functions that further the intent of the STO and the Legislature in providing financial assistance to eligible hospitals, make recommendations to management on policy and procedure changes to be considered. Also serve as key liaison on the CHP for the Authority with eligible hospitals, STO, SCO, bond counsel, Legislature, and numerous public and private entities and individuals.

NON-ESSENTIAL FUNCTIONS	
5%	Establish and monitor a database that tracks grant funds by grant recipient, project, fund type, and the Program as a whole, adjust grant funds for the cost of issuance and administrative costs; establish and monitor various standard and special reports; obtain documentation of receipt of other funding as necessary; present projections of funds necessary to complete phases of all active projects to Executive Staff, Authority members, PMIB and the Financing Committee.
5%	When necessary, provide assistance to the Authority with regard to non-CHP-related workload, including but not limited to bond and HELP II financing transactions.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Position No: 324-002-4221-003		Date:				
Class: Treasury Program Manager I (Sup)		Name:				
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Reviewing documents; analyzing documents; entering information into Access database; preparing reports					X	
HEARING: Answering telephone; responding to inquiries; providing verbal information; interacting with state agencies; management and Authority's clientele; financing companies.					X	
SPEAKING: Answering telephone; responding to inquiries; providing verbal information; interacting with state agencies, management, and Authority's clientele; financing companies.					X	
WALKING: Distributing documents		X				
SITTING: Sitting at desk and personal computer performing functions.					X	
STANDING: Xeroxing documents		X				
BALANCING:	X					
CONCENTRATING: Analyzing grant applications, laws; reviewing policies & procedures, reports; preparing correspondence.					X	
COMPREHENSION: Understanding procedures; laws & regulations					X	
WORKING INDEPENDENTLY: Must be able to work independently					X	
LIFTING UP TO 10 LBS OCCASIONALLY: Lifting files		X				
LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:	X					
LIFTING UP 20-50 LBS OCCASIONALLY AND/OR 25-50 FREQUENTLY:	X					
FINGERING: Pushing telephone buttons; personal computer keyboard; adding machine					X	
REACHING: Answering phones; retrieving files; distributing documents			X			
CARRYING: Retrieving files; distributing documents			X			
CLIMBING:	X					
BENDING AT WAIST:	X					
KNEELING:	X					
PUSHING OR PULLING:	X					
HANDLING: Processing documents			X			
DRIVING:	X					
OPERATING EQUIPMENT: Personal Computer; telephone; adding machine; copy machine; fax					X	
WORKING INDOORS: Enclosed office environment					X	
WORKING OUTDOORS:	X					
WORKING IN CONFINED SPACE: Enclosed office environment					X	